

Pre-Job Checklist for Trenching/Excavation Sites

Project:		Date Project will be done:		Today's Date:	
Estimated Trench Depth:		Length:	Width:	Type of Protective System to be used:	
Competent Person Assigned to Site:					
Yes	No	N/A			
			DIGSAFE contacted.		
			Safety zone around utilities has been established. Marked 18 inches PLUS width of the facility on each side of the utility.		
			Provisions for support, removal, or protection of underground utility installations if necessary.		
			Soil has been classified or is assumed to be Type C.		
			Soil protective system has been selected.		
			Manufacturer's information on soil protective system to be used has been reviewed to insure that it is adequate for the job.		
			Location for placement of spoils pile has been determined and is at least 2 feet away from opening.		
			Surface encumbrances identified and provisions made for support or removal.		
			Provisions for safe egress have been considered.		
			Traffic control plan has been determined.		
			If excavation site is potentially a confined space, air-monitoring equipment is available.		
			If water accumulation expected, provisions for drainage or pumps to divert water.		
			If surface crossing of excavation site is necessary, the walkway will have standard railings and will be designed in accordance with the OSHA standard.		
			All employees who will work in the excavation have been properly trained.		
			If trench will be left unattended or overnight, provisions will be made for unauthorized entry by the use of attendants, fences or other barriers.		

Competent Person Signature:

Special Procedures needed for this job:

Special Equipment needed for this job: